

## CHAPTER 23. CERTIFICATE FOREIGN APPLICANTS LOCATED OUTSIDE THE UNITED STATES FOR MECHANIC CERTIFICATES/RATINGS

### SECTION 1. BACKGROUND

#### 1. PROGRAM TRACKING AND REPORTING SUBSYSTEM (PTRS) ACTIVITY CODES.

*A. Maintenance: 3501/3508*

*B. Avionics: 5501/5508*

**3. OBJECTIVE.** This chapter provides guidance and describes procedures for certificating foreign and foreign-based applicants for mechanic certificates and ratings. The inspector (maintenance or avionics) who reviews these documents shall hold a mechanic certificate with an Airframe and Powerplant (A & P) rating.

#### 5. GENERAL.

A. This chapter prescribes procedures for evaluating foreign applicants located outside the United States for Airframe and/or Powerplant Mechanic/Added Rating(s).

(1) Those procedures that are unique to foreign applicants located outside the U.S. are discussed in this chapter. Certification policy is established by the following Federal Aviation Administration (FAA) orders:

- FAA Order 8000.16, U.S. Certification or Designation of Foreign National Airmen, Airman Schools, Examiners, and Repair Station Facilities Outside the U.S., current edition
- FAA Order 8610.4, Aviation Mechanic Examiner Handbook, current edition

(2) This chapter does not apply to foreign applicants in the U.S. Any applicant who is in the U.S. and meets the English language and experience requirements is entitled to take the examinations for a mechanic certificate. Advisory Circular (AC) 65-11, Airframe and Powerplant Mechanics Certification Information, current edition, provides further guidance regarding foreign applicants within the U.S.

*B.* When foreign nationals are physically located outside the U.S. at the time of the examination, determine that the mechanic certificate is needed for the continued airworthiness (maintenance) of U.S.-registered civil aircraft and that the applicant is neither a U.S. citizen nor a resident alien.

(1) Ensure that a positive identification has been established (review passport prior to issuance).

(2) Require applicant to provide a signed and detailed statement (original document) from their employer substantiating specific types of maintenance performed and the duration of each.

(3) Applicants must provide a letter obtained from the foreign airworthiness authority of the country in which the experience was gained. Experience information submitted must be verified or rejected. All documents must be signed, dated originals, and traceable to the initiator.

(4) If the foreign civil authority will not provide the statement listed above, the inspector may determine eligibility through whatever means he/she deems appropriate.

**NOTE: Appropriate action is whatever the inspector deems appropriate to determine that the experience is valid, i.e., review supporting documentation presented to satisfy authorization, without expending an excessive amount of time or resources on behalf of the applicant.**

(5) Foreign military experience is considered acceptable experience towards authorization to take the written mechanic test based on the context of Title 14 of the Code of Federal Regulations (14 CFR) section 65.77. The applicant must present acceptable documentation from the foreign military or government substantiating the military work experience. Review AC 65-11 for guidance.

**NOTE: If the applicant shows only foreign military work experience on aircraft that are not manufactured to U.S. standards, that is not an issue, the experience still has to meet 14 CFR § 65.77.**

(6) Applicants must be notified that the authorization to test is applicable only to Designated Mechanic Examiners (DME) who exercise privileges in the International Field Office (IFO) and the Flight Standards District Office (FSDO). Should the applicant wish to test with a DME in another district, additional FAA approval will be required.

*C. Payment of Fees.* Part 187, appendix A, prescribes the methodology for computation of fees for certification services performed outside the United States. The actual fees are in FAA AC 187-1, Flight Standards Service Schedule of Charges Outside the United States. These fees

should be charged to all applicants for such services outside the U.S., whether U.S. citizens or foreign nationals. The payment of fees is addressed in §187.15. The fees are payable to the FAA by check, money order, wire transfers, or draft, payable in U. S. currency and drawn on a U.S. bank prior to the provision of any service. Applicants shall pay

bank processing charges when such charges are assessed by banks on U.S. Government deposits.

*D.* Any mechanic certificate or rating will remain effective unless it is surrendered, suspended, or revoked. Applicants who do not meet the English requirements of § 65.71(a)(2), shall have their certificates endorsed “Valid only outside the U.S.”

## SECTION 2. PROCEDURES

### 1. PREREQUISITE AND COORDINATION REQUIREMENTS.

#### A. Prerequisites:

- Knowledge of 14 CFR part 65

B. *Coordination.* As needed, coordinate through the regional office with the International Civil Aviation Organization (ICAO) or the appropriate Civil Airworthiness Authority (CAA).

### 3. REFERENCES, FORMS, AND JOB AIDS.

#### A. References (current editions):

- AC 60-28, English Language Skill Standards Required by 14 CFR parts 61, 63, and 65
- AC 65-11, Airframe and Powerplant Mechanics Certification Information
- FAA Order 8300.10, vol. 2, ch. 22, Evaluate Airframe and/or Powerplant Mechanic/Added Rating
- FAA Order 8000.16, U.S. Certification or Designation of Foreign National Airmen, Airman Schools, Examiners, and Repair Station Facilities Outside the United States
- FAA Order 8610.4, Aviation Mechanic Examiner Handbook

#### B. Forms:

- FAA Form 8610-2, Airman Certificate and/or Rating Application
- Aeronautical Center Form AC 8060-56, Application for Replacement of Lost or Destroyed Airman Certificate(s)
- Computer Generated Airman Test Report (with raised embossed seal)
- Test Planning Sheet
- Temporary Airman Certificate, FAA Form 8060-4

#### C. Job Aids. None.

### 5. PROCEDURES.

A. *Follow the Guidelines in Volume 2, Chapter 22 to Certificate a Foreign Applicant within the U.S.* Follow the additional procedures below to certificate a foreign applicant who will exercise the privileges of the certificate outside the U.S.

#### B. Establish Positive Identification of the Applicant.

C. Ensure that computerized testing centers are following procedures shown in FAA Order 8080.6 for identification of applicants prior to issuance of materials. Further, when an applicant presents FAA Form 8610.2,

inspectors or computerized testing centers shall carefully review the form to ensure authenticity.

D. *Require the Applicant to Submit two Originals of FAA Form 8610-2, Airman Certificate and/or Rating Application.*

E. *Determine the Applicant's Ability to Read, Write, Speak, and Understand the English Language.* Applicants who do not meet the above requirements but are employed outside the United States by a U.S. air carrier may be eligible if they present a certified statement (original document) from a company official or supervisor attesting to their employment status. Certificates issued to applicants shall be endorsed "Valid only outside the United States" and ensure the following are accomplished:

(1) The certificated U.S. air carrier has submitted documentation regarding the applicant's employment status and need for certification.

(2) The knowledge test is accomplished in accordance with FAA Order 8080.6, Conduct of Airmen Knowledge Test Via the Computer Medium, current edition, as it relates to applicants who do not read, write, speak, or understand English.

(3) The oral and practical tests are administered by an inspector or examiner in the applicant's language, or through the use of a neutral interpreter selected or accepted by the inspector or examiner.

F. *Determine the Applicant's Experience Eligibility.* Ensure foreign applicants provide a signed, dated, detailed statement substantiating the specific type and duration of experience.

(1) Determine that these statements come from both an employer and either the airworthiness authority of the country in which the experience was gained or an airworthiness advisor of the International Civil Aviation Organization (ICAO). If there is any question about the validity of the statements, contact the regional office.

(2) Do not accept information that cannot be verified or documented. Require each document presented to verify experience to be a signed and dated original, traceable to the originator.

(3) If the foreign civil authority will not provide the statement listed above, the inspector may determine eligibility through whatever means he/she deems appropriate.

### 7. TASK OUTCOMES.

A. *File PTRS Data Sheet and Test Planning Sheet.* Planning Sheet shall be retained in the DME file at the FSDO or IFO.

*B. Issue a Certificate/Added Rating, IAW Instructions in Order 8610.4.*

(1) *Temporary Certificate.* After the applicant has successfully met all requirements for the certificate/rating, issue FAA Form 8060-4, Temporary Airman Certificate. The original form must be typewritten. The duplicate for the applicant may be filled out in ink.

(a) *Original issuance.* If a social security number is not provided by the applicant, enter the word “pending” in Block III. If a social security number is provided, enter the number without dashes or spaces in Block III as the certificate number.

**NOTE: When an applicant does not have a SSN, as a foreign applicant, then the application will have the word “none” in the SSN Block. On the temporary the word “pending” is used.**

(b) *Reissuance.* The previously assigned certificate number will continue to be shown in Block III. If a social security number is provided, enter the number without dashes or spaces immediately above the applicant’s date of birth. A certificate may be reissued when an airman requests that the certificate number correspond with the social security number.

(2) Fill out the appropriate blocks of FAA Form 8610-2.

(a) When the applicant passes a section, check the “Pass” block and indicate the expiration date. Complete the “FAA Inspector Report” portion of FAA Form 8610-2. Sign the form with the office identifier and date.

(b) Give the applicant the duplicate copy of FAA Form 8610-2, with instructions to retain it until the permanent certificate is issued.

(3) Submit a file to AFS-760 containing the following:

- A typewritten original of FAA Form 8060-4, signed by the issuing inspector or DME
- The original copy of FAA Form 8610-2
- Computer Airman Knowledge Test Report or a valid Airman Test Report (with raised embossed seal)
- A document certifying additional instruction, if the test was retaken within 30 days of the initial test

- AC Form 8060-1, Mechanic Certificate (when adding a rating)

(4) Certification files should be sent as soon as possible to permit the necessary review and processing to take place before the expiration of the temporary certificate. The files should be sent to the following:

**Attn: Airman Certification Branch**

**AFS-760**

**P.O. Box 25082**

*C. Deny a Certificate/Added Rating.* When the applicant fails any required section of the oral or practical test or does not complete the test, accomplish the following:

(1) Complete the “FAA Inspector Report” portion of FAA Form 8610-2. Check the appropriate block.

(2) Send to Airman Certification Branch, AFS-760, Oklahoma City.

(3) Return the duplicate copy to the applicant as a record of the sections passed or failed.

(4) Return other documents to the applicant, as appropriate.

*D. Retest After Failure.*

(1) Conduct knowledge retests (FAA Order 8080.6).

(2) Conduct oral and practical retest.

(a) The oral and practical retests must cover all the subject areas in the failed section, as indicated on the application; however, applicants who apply for retest within 60 days of the failure and/or incomplete test to the same DME who gave the failure may, at the option of the DME, be examined in only the subject areas failed on the previous test.

(b) If the applicant fails again, complete FAA Form 8610-2 only for the sections included in the retest. AC Form 8080-2 or a valid Computer Airman Test Report (with raised embossed seal) from the Computer Test Center presented by an unsuccessful applicant for the oral/practical retest must be returned to the applicant with the second original of FAA Form 8610-2.

**9. FUTURE ACTIVITIES.** Routine surveillance.